



Wellness Council Budget Request

- 1) Before sending the Budget Request Form, make sure you have all approvals for the event, such as your internal legal counsel, etc. Funds cannot be used for race registration or fitness center memberships.
Provide an overview of the event and what resource you are seeking for budget approval using the Budget Request Form on the next page.
- 2) Please provide the following:
 - > Type of event or event name (lunch-n-learn, challenge, etc.)
 - > Select Focus: What specific focus area(s) is connected with the activity/event
 - > Date(s) of the event
 - > Specific budget request (wellness resources, healthy snacks or lunch, etc.), estimated participation and cost, if available
- 3) Catering orders need to stay within the State Travel Regulations including delivery and set up charges, tips, etc. There are six different rates depending on the city where the catering event is to take place. Your assigned Coordinator can help you with the per diem rates. In addition please include an RSVP process to determine how many people will be attending rather than estimating the cost.
<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
Meals and Incidentals webpage: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>
- 4) Complete and scan the request to your regional wellness coordinator. Once your regional wellness coordinator has approved the expense, he/she will work with you to make the purchase.
- 5) After your event/activity, provide a summary, including participation totals and any available results (e.g., total steps walked if doing a walking challenge, total attendance if hosting a lunch-n-learn, etc.)

Note: To allow adequate time for budget approval, please submit the form at least one month in advance of your event/activity to your assigned regional wellness coordinator. The final date to send budget requests for each fiscal period is 5/31.

It is the agency's responsibility to track who is receiving the gifts or prizes to ensure that applicable IRS regulations are complied with regarding gifts received by the agency's employees and that the agency ensure compliance with applicable IRS regulations. Requests for prizes should take into consideration the outlined risk and consider the dollar value of the prize. We recommend not giving gifts or prizes with a fair market value over \$75.



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Name of Event: _____

Date of Request: _____

Date of Event/Activity: _____

Estimated Cost: _____

Estimated Number of Participants: _____

Quantity: _____

Focus Area of Activity (select one)

Well-being Activity

Physical Activity

Healthy Eating

Tobacco Cessation

Overview of Event/Activity:

Department

Address for Deliveries

Wellness Council Representative Printed Name

Phone Number

Wellness Council Representative Signature

Regional Wellness Coordinator Signature